

**Commercial Design Review Committee
Meeting Minutes
December 14, 2007**

The Bethany Beach Commercial Design Review Committee held a meeting on Friday, December 14, 2007 in the Town Meeting Room.

Members present: Lew Killmer, John Hendrickson, Jim Weisgerber and John Eckrich. Tony McClenny requested and was excused from this meeting.

Also present: Councilman Joseph Healy and Seville Pettit, Administrative Secretary.

Call to Order

The meeting was called to order at 2:04 p.m.

Approval of Agenda

Mr. Killmer noted the minutes dated October 12, 2007 were approved at the meeting held on October 26, 2007. All were in favor to approve the agenda.

Approval of Minutes from October 12, 2007 and October 26, 2007 meetings

Mr. Weisgerber made a motion to approve the minutes dated October 26, 2007. The motion was seconded by Mr. Hendrickson and unanimously approved.

Old Business

There was no old business at this time.

New Business

Committee Purpose and Scope of Work

The Commercial Design Review Committee members began to review and recommend changes to the Purpose and Scope of Work.

The changes will be marked in blue and attached to the minutes.

All were in favor of approving the Committee Purpose and Scope of Work as amended.

Recommended Updates to the Bethany Beach Commercial Districts Design Guidelines (29 November 2007)

The Commercial Design Review Committee members began to review the recommended updates to the Bethany Beach Commercial Districts Design Guidelines.

The changes will be marked in blue and attached to the minutes.

Mr. Hendrickson made a motion to approve the updates as amended. The motion was seconded by Mr. Weisgerber and unanimously approved.

Adjourn

Mr. Weisgerber made a motion to adjourn. The motion was seconded by Mr. Hendrickson and unanimously approved.

The meeting was adjourned at 2:33 p.m.

Respectfully Submitted,

Seville Pettit
Administrative Secretary

Commercial Design Review Committee

PURPOSE:

To provide assistance and guidance to anyone developing commercial property (conforming or nonconforming) that are permitted within the Downtown (C-1) and Route 26 (C-2) Bethany Beach commercial areas and all buildings that are permitted via a special exception and/or variance and are situated outside the (C-1) and (C-2) commercial districts such as but not limited to churches, libraries, conference centers, professional buildings, storage facilities, medical and emergency facilities.

SCOPE OF WORK:

1. Approve and encourage the construction of attractive buildings that respect traditions and are of good quality, well designed and maintained.
2. Maintain commercial uses and basic services in the Downtown and Route 26 commercial districts.
3. The creation and approval of safe and friendly environment for all who vacation, shop, enjoy and dine in our commercial districts.
4. ~~Does the plan before you~~ Ensure that the architectural styles and details of adjacent buildings work together to reinforce the character of the commercial district? and the style of the Town.
5. ~~Does the plan before you~~ Approve designs that enrich the quality of the pedestrian experience at the street level, including improved signage, storefront design and the use of appropriate materials and if applicable landscaping?.

Recommended Updates To The Bethany Beach Commercial Districts Design Guidelines (29 November 2007)

(Sections in blue are the proposed updates/changes.)

Applicability (Page 4)

This design guideline manual applies to all buildings within the downtown (C-1) and Rt. 26 commercial Bethany Beach areas. **All buildings and accessory structures (conforming and nonconforming) that are permitted via a special exception and/or a variance and are situated outside the C-1 and C-2 commercial districts** **or buildings regulated by the currently adopted International Building Code** such as but not limited to churches, libraries, conference centers, professional buildings, storage facilities, medical and emergency facilities are also required to comply with the Design Guidelines. All structures related to mini-golf courses (buildings and mini-golf related ground structures and signage) also must comply with the design guidelines. (Ordinance §245-61.J amended April 20, 2007). The guidelines address site design and use, architectural design, use, size, bulk, scale and signage, as well as landscape design. The guidelines apply to all construction, unless specifically excluded, including new and rehabilitated buildings.

Replace the first paragraph under applicability with the above paragraph.

Membership (Page 6)

2. The Town Council ~~Representative~~ on the Planning Commission
The Town Council **Liaison** on the Planning Commission

Appointment of DRC Members: (Page 6) Added Item #3

3. **In the case of a vacancy on the DRC that involves the Registered Architect/Planner, the Town Council Liaison or the member of the Business Community, the Mayor shall appoint and the Town Council shall approve another qualified person to serve for the remainder of that vacant seat's term.**

Awnings (Page 32)

Under Prohibited: Remove second bullet point (Signage On Awnings)
Under Required Add The Following Third Bullet Point:

- **Signage On Awnings ~~Are~~ is Permitted Upon Approval of the DRC.**

Lighting (Page 36)

Replace the entire page 36 with the following:

13. Lighting

The design of exterior lighting fixtures shall enhance and complement the character of a specific building or space and must reflect the traditional element of downtown. Exterior lighting shall serve as a security measure and will also increase general visibility.

REQUIRED:

- THE LIGHTING OF BUILDINGS, LANDSCAPING, DRIVEWAYS AND SIGNS, AS WELL AS OTHER EXTERIOR OBJECTS, SHALL BE DESIGNED TO MINIMIZE THE LIGHT AND GLARE ON ADJACENT NEIGHBORS. OVERSPILL OF LIGHTING ONTO ADJACENT PROPERTIES SHALL NOT EXCEED ON-HALF FOOT CANDLE VERTICAL AND ONE-HALF FOOT CANDLE HORIZONTAL.
- POLE-MOUNTED FIXTURES IN VEHICULAR USE AREAS SHALL NOT EXCEED A MOUNTING HEIGHT OF FOURTEEN (14) FEET AND SUCH POLES SHOULD BE LOCATED SO AS NOT TO BE A HAZARD IN A PEDESTRIAN PATH.
- POLE-MOUNTED FIXTURES IN PEDESTRIAN USE AREAS SHALL NOT EXCEED A MOUNTING HEIGHT OF TWELVE (12) FEET AND SUCH POLES SHOULD BE LOCATED SO AS NOT TO BE HAZARD IN A PEDESTRIAN PATH.
- WALL MOUNTED LIGHTING FIXTURES SHALL NOT EXCEED THE HEIGHT OF THE MAIN STRUCTURE AND SHOULD BE PROVIDED IN A MANNER THAT WILL MINIMIZE GLARE TO VEHICULAR AND PEDESTRIAN TRAFFIC.
- ALL LIGHTING FIXTURES SHALL MEET CURRENT ILLUMINATING ENGINEERING SOCIETY OF NORTH AMERICA (IESNA) CUTOFF CRITERIA. NO LIGHTING SHALL BE PERMITTED WHICH SHINES DIRECTLY INTO RESIDENTIAL UNITS, OR RESULTS IN GLARE BEYOND AN ANGLE OF THIRTY (30) DEGREES FROM THE VERTICAL PLANE, MEASURED FROM THE LIGHT SOURCE.
- ALL LIGHTING SHALL BE EFFECTIVELY SHIELDED AND SHALL BE INSTALLED AND/OR AIMED SO AS TO SHIELD NEARBY PUBLIC OR PRIVATE STREETS AND NEIGHBORING PROPERTIES FROM DIRECT GLARE RADIATION, OR LIGHT POLLUTION WHICH MAY CREATE A SAFETY HAZARD OR A NUISANCE.
- ILLUMINATED SIGNS SHALL HAVE AN INDIRECT LIGHTING SOURCE OR SHIELDED SOURCE.
- FIXTURES USED FOR ARCHITECTURAL LIGHTING SUCH AS FAÇADE, FEATURE AND LANDSCAPE LIGHTING, SHALL BE AIMED OR DIRECTED SO AS TO PRECLUDE LIGHT PROJECTION BEYOND THE IMMEDIATE OBJECTS INTENDED TO BE ILLUMINATED. ALL SUCH LIGHTING SHALL BE EXTINGUISHED BETWEEN 11:45 PM 12:30 AM PREVAILING TIME AND DAWN.

COMMERCIAL AREAS:

- ALL OUTDOOR LIGHTING SHOULD PROVIDE ILLUMINATION AT GROUND LEVEL NOT TO EXCEED THE RANGE SET BELOW
- AVERAGE ILLUMINATION: 0.4 TO 0.9 FOOT CANDLES
- MAXIMUM ILLUMINATION: 2.0 FOOT CANDLES

PROHIBITED:

- THE USE OF UP-LIGHTING SHALL BE AVOIDED TO MINIMIZE LIGHT POLLUTION OF THE NIGHT SKY AND TO PREVENT LIGHT TRESPASSING ONTO ADJACENT PROPERTIES.

Fencing & Screening (Page 37)

Encouraged: Bullet Point 3

Generally, Fences In The Front Of The Property Should Not Be Higher Than ~~36~~ Inches. Fencing Of The Rear Yard May Be Higher But Not Exceed ~~The City Regulations For Height.~~

Replace With The Following:

Generally, Fences In The Front Of The Property Should Not Be Higher Than Four (4) Feet. Fencing Of The Rear Yard May Be Higher But Cannot Exceed Six (6) Feet In Height.